

Wisconsin Legislature – Legislative Technology Services Bureau



Position Title: Business Coordinator
Location: 17 W Main St Suite 200 Madison WI 53703
Schedule: Full Time

Introduction

The Legislative Technology Services Bureau (LTSB) is a nonpartisan legislative service agency that provides leading-edge information technology services and support to the Wisconsin Legislature. LTSB promotes an innovative and cooperative atmosphere with many opportunities for professional growth.

In addition to a comprehensive compensation and benefits package, LTSB offers a fun work environment and an excellent work/life balance. We are located on the Capitol Square in beautiful downtown Madison, Wisconsin. Our offices are walking distance away from the Monona Terrace, the Dane County Farmer's Market, and historic State Street.

LTSB is currently accepting applications for a skilled and enthusiastic *Business Coordinator* to join our Administration team. Minimum salary is \$45,000 depending on qualifications and experience.

Position Description

This unique position encompasses two primary areas of responsibility. First, this position works with LTSB management to accomplish the Legislature's information technology purchasing needs, including requesting quotes, creating requisitions, dispatching purchase orders, and other financial tasks. Second, this position works with the Administration Manager to provide business analysis services to various legislative customer groups. This includes utilizing document management, task management, and knowledge management applications to streamline various business processes inside the Legislature. Finally, this position will provide backup inventory management and various workspace responsibilities.

Knowledge/Experience Desired

- Strong technical knowledge of information technology hardware, software, and services
- Excellent written and verbal communication skills
- Excellent customer service skills
- Strong problem-solving ability with demonstrated attention to detail
- Knowledge of IT business process analysis
- Knowledge of IT service and asset management
- Experience with PeopleSoft
- Presentation and instruction skills
- Willing and able to work in a nonpartisan environment

How to Apply

We are seeking candidates who are legally authorized to work in the United States and will not require employer visa sponsorship now or in the future. A background check will be conducted on any finalist prior to an offer of employment.

Please send your cover letter outlining your interest in this position and a current resume to LHRO.Employment@legis.wisconsin.gov. Applicants will be considered as received, with the deadline to apply no later than Friday, June 18, 2021.